

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

HEALTH PROGRAM ASSISTANT 1 (May wish to fill as CT Careers Trainee)
Health Statistics and Surveillance – Vital Records

POSTING DATE: April 17, 2014

CLOSING DATE: April 25, 2014 *

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DPH employees who: are on a current certification list (**HPA1**) or meet the minimum qualifications below (**CCT**)

POSITION CONTROL NUMBER: 012628YW

NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/35 hours/week,

SALARY GROUP/RANGE: HPA 1-HC 19/\$46,127-\$61,539; CCT-HC 15-1 \$38,027 (Bachelor's); HC 15-2 \$39,398 (Master's)

(HPA 1) NOTE: Candidates must have applied for and passed the **Health Program Assistant 1** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

(CCT) NOTE: CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.

Preferred Skills:

1. Experience in processing vital records in an office environment. A vital record is a birth, death, fetal death, marriage record, or paternity or adoption court paperwork.
2. Experience understanding guidelines related to vital records governing laws, policies and procedures, and communicating such information to customers and public officials, via written and verbal communication.
3. Experience reviewing vital record documents for completeness and accuracy, and following up with clients and institutions as required.
4. Experience interfacing with a variety of clients or customers, and a demonstrated ability to satisfactorily resolve problems and complaints.
5. Experience utilizing reports in order to obtain pertinent information and/ or assure procedural compliance.

HPA 1: MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: Knowledge of purposes, plans, objectives and programs of public health agencies including the changing patterns of preventive medicine and environmental health; knowledge of state and community organizations and programs involved in health field; considerable oral and written communication skills; interpersonal skills; ability to conduct independent research, develop and gather data.

EXPERIENCE AND TRAINING

General Experience: Five (5) years experience in a professional capacity in a health organization. A health organization is defined as a large multi-dimensional agency with responsibility for administering health programs.

Substitutions Allowed: 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2.) A Master's degree in public health, health education, hospital administration or public administration or other closely related field might be substituted for the General Experience.

3.) For State employees three (3) years as a Health Services Worker may be substituted for the General Experience.

Special Requirements: Incumbents in this class may be required to travel.

CCT: MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public, ability to utilize computer software.

EXPERIENCE AND TRAINING

Possession of a Bachelor's or Master's degree.

NOTE: 1.) If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Career Trainee Classification. 2.) Candidates cannot be appointed until all degree requirements are complete.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12) INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.